

MONTGOMERY COUNTY, INDIANA

Position Description

POSITION: Administrative Assistant

PAY GRADE:

DEPARTMENT: Emergency Management and Homeland Security

FLSA:

**PURPOSE OF POSITION**

The primary purpose of this position is to assist the EMA Director and Deputy Director with day-to-day operations with efficient administration.

**ESSENTIAL FUNCTIONS**

Answer phones and respond to inquiries as appropriate; greet and assist the public. Prepare correspondence and reports. Collect and distribute incoming mail; send and receive faxes, make copies.

Schedule, organize, and maintain the calendar for all training, exercises, meetings, appointments, classrooms, EOC, and tours. Coordinates logistical needs for community events, the public safety building, and deliveries.

Attend meetings and record information; distribute minutes to participants; follow up to provide information and coordinate further action. Maintain records of Emergency Management & Homeland Security, Community Emergency Response Team, and Local Emergency Management Committee.

Attend required FEMA/Homeland Security classroom training, including any other duties required in the EMPG Salary Reimbursement Grant. Successfully complete all required computer-based FEMA training within established timelines.

Maintain all Emergency Support Function workstations between EOC activations. Ensures the state of readiness of the Emergency Operating Center at all times. This includes cleaning and maintaining everything in working condition.

Complete all claims for the EMA, LEPC, and grant funds. Ensure that all claims are annotated and processed for payment on dates that are due in accordance with the County Auditor's request. Prepare all payroll records and see that they are at the Auditor's Office on time in accordance with the County Auditor's request.

Maintain WebEOC account and complete the monthly radio testing with IDHS.

Maintain a comprehensive list of all event plans, resource lists, and reference materials. Assist in providing resources for police, fire, and EMS during incidents or disasters.

Community Emergency Response Team (CERT) Member; attends monthly meetings, training, and events.

Maintain schedule and participate in cleaning for 52,000 sq./ft. public safety building.

Perform all other work assigned by EM-HS Director or Deputy Director.

## **JOB REQUIREMENTS**

High school diploma or equivalent and a minimum of three (3) years of related experience.

Must be proficient in Microsoft Office products, Word, Excel, PowerPoint, and Outlook.

Must hold the following certifications, or be able to obtain the following certifications within one (1) year of appointment:

- National Incident Management System (NIMS) 100, 200, 700 and 800
- Professional Development Series Certification (FEMA)
- CERT Basic Course

Must hold the following certification, or be able to obtain the following certifications within two (2) years of appointment:

- National Incident Management System (NIMS) 300 and 400
- CERT train-the-trainer

All certifications must be kept current during employment.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, personal conduct, vehicle policies, and other policies within the Montgomery County Employee Handbook.

Ability to work rapidly for long periods, and work alone and with others in a team environment with minimum supervision.

Ability to lift up to 40 lbs., may occasionally have discomfort from exposure to unpleasant weather conditions during planning, training, exercising, or disaster situations.

Ability to plan and layout assigned work projects, work on several tasks at the same time, and complete assignments effectively amidst frequent distractions and interruptions.

Ability to work weekends, and/or evening hours, and occasionally travel out of town for meetings and training, sometimes for several days.

Possession of a valid Indiana driver's license and a demonstrated safe driving record including coverage of vehicle insurance.

## **APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Administrative Assistant for Emergency Management and Homeland Security describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

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Applicant/Employee Signature

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Date

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Print or Type Name